



STATE OF DELAWARE  
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## Standard Operating Procedures: Seat Belt Checkpoints on Company Property

- I. Introduction: Determine if your company or corporation has a seat belt policy for either company vehicles, fleet vehicles, personal vehicles used when driving for business or personal vehicles on company property. The Office of Highway Safety encourages each company to have a written seat belt policy. Having a seat belt policy lets your employees know that you care about their welfare both on and off the clock.

Consult your Human Resource Department and or your Legal Department before performing a seat belt checkpoint.

- II. Select a location for the Checkpoint. A good choice is near the entrance or exit to employee parking areas.
- III. Determine the duration of the checkpoint. If the checkpoint is planned at the beginning of the shift, be aware of the time in order not to make people late for work. For example, it may be prudent to end the checkpoint 10 minutes prior to the beginning of the shift.
- IV. Determine the number of people needed to coordinate this activity. This will depend on the on the number of entrances/exits to your organization's parking facilities and the duration for the checkpoint. Will you record the data for seat belt usage or only perform the checkpoint?
- V. At the checkpoint you can stop every car, every 3<sup>rd</sup> car, or every 5<sup>th</sup> car, etc. and if a backup occurs, cars can be allowed to go through without being stopped. It is very important to determine the procedure in advance and train the individuals involved in stopping the cars so the procedure is carried out consistently.
- VI. Make sure the checkpoint is conducted in a safe manner. Be highly visible and use signs, traffic cones, flashlights or hand held reflective devices and reflective/orange vests.
- VII. Decide exactly what data you will be reviewing only belt use by driver or driver and front seat passenger. A shoulder belt placed under the arm or behind the back of the passenger shall be recorded as a non-use.

- VIII. When a car is stopped, verbally congratulate the driver/passengers for buckling up, hand out flyers and/or promotional items or if the driver/passengers are not buckled up briefly remind them about Delaware law and/or company policy. May use a tag line for example "seat belts save lives, always buckle up".
- IX. After the checkpoint, review results for corrective action if needed. Results may indicate a need for remedial training about the company's seat belt policy, or if the policy needs to be updated.

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